

Exhibit A

CERTIFIED TRANSLATION

OFFICE OF THE TECHNICAL COMPLIANCE ADVISOR
268 Ave. Muñoz Rivera
World Plaza Suite 1001
San Juan, Puerto Rico 00918
787.765.6609 / tca.prm@gmail.com

Date: October 3, 2016

Time: 10 AM to 12:30 PM

Place: TCA Office

Participants:

TCA Arnaldo Claudio	Luis Saucedo	Dr. Richard Blanco-Peck
Sonia Guillermetty	Sara Benítez	José Rodríguez
Pedro Julio Serrano	Papo Christian	Carmen Villanueva
Modesta Irizarry	Cecilia La Luz	Carmen M. Acosta
Lieut. José A. Hernández	Sgt. Pedro Cruz	Eric Guzmán
Linda Navedo		

AGENDA

Focus groups/ Paragraph 241

Agreement for the Sustainable Reform of the Puerto Rico Police Department

First Meeting

- Introduction/Historical Background
- Presentation of Proposal for Focus Group activities
- Subjects to be addressed
 - Determine the eight (8) homogeneous focus groups to be worked with
 - Fundamental areas (of the Reform Agreement) to be discussed by all Focus Groups.
 - When will the activity take place?
 - Meeting participants as “facilitators”
 - Remuneration

DISCUSSION	RESULTS/DECISIONS
Introduction/Historical Background	- TCA Arnaldo Claudio explained the objective of this activity. - Proceeded to introduce the various community representatives: ✓ Sara Bonita as: Women (Domestic Violence and Abuse) ✓ José Rodríguez: Dominican Committee ✓ Pedro Julio Serrano: Puerto Rico para Tod@s, LGBTT Community

 I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.

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DISCUSSION	RESULTS/DECISIONS
	<ul style="list-style-type: none"> ✓ Papa Christian: Public Housing Projects in All of Puerto Rico and to the Entire Country ✓ Carmen Villanueva: Hill Brothers Community Leader, Black Women, Divorced Women, mother and head of household ✓ Modesta Irizarry: Loíza community leader ✓ Cecilia La Luz: Centro Comunitario LGBTT de Puerto Rico [Puerto Rico LGBTT Community Center] ✓ Carmen M. Acosta: Office of the Reform, PPR ✓ Lieut. José A. Hernandez: Office of the Reform, PPR ✓ Sgt. Pedro Cruz: Office of the Reform, PPR <p>– The TCA was emphatic in establishing the importance and seriousness of this process.</p> <p>The representative of the Federal Department Of Justice, Luis Saucedo, gave a brief background on the investigation, the Agreement and its goals, among other aspects.</p>
Presentation of the Proposal for Focus Group activities	<p>– Dr. Richard Blanco-Peck, TCA consultant (responsible for conducting activities involving focus groups and drafting a final report), gave a general explanation of what the processes involving focus groups will consist of.</p> <p>– He established that these will give continuity to the first community surveys done with the community, the Puerto Rico Police Department, and those who are arrested.</p> <p>– He explained that each focus group will consist of eight (8) community representatives and its composition will be homogenous.</p>
Determine the “focus groups” that will be working	<p>– At this meeting it was determined that the focus groups will address the following community groups:</p> <ol style="list-style-type: none"> 1. LGBTT Community 2. Women 3. Dominican Community 4. Community of Loíza 5. University Community 6. Luis Llorens TorresPublic Housing Community 7. Homeless Persons Community (people without shelter) 8. Black Community <p>– The TCA will dialogue with Dr. Blanco – Peck to add the community of persons with disabilities.</p>

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DISCUSSION	RESULTS/DECISIONS
Fundamental Areas (of the Reform Agreement) to be discussed by all Focus Groups	<ul style="list-style-type: none"> – At this meeting it was determined that the fundamental areas of the Reform Agreement to be discussed by all focus groups are: <ul style="list-style-type: none"> 1. Use of Force 2. Searches and Raids 3. Equal Protection and Non-discrimination 4. Interaction with the Community and Public Information 5. Supervision and Administration 6. Administrative Complaints, Internal Investigations and Discipline – The following aspects will be addressed as part of the conclusions discussed with interviewees: <ul style="list-style-type: none"> 1. Safety 2. Trust 3. Trainings 4. Professionalization 5. Information Access
When will the activity be held?	<ul style="list-style-type: none"> – This aspect will be discussed and decided in the next meeting.
Meeting participants as “facilitators”	<ul style="list-style-type: none"> – Dr. Blanco – Peck explained that each workgroup participant will serve as “facilitator” for the community they represent. – Their roles will be discussed at the next meeting, where they will be given the “Facilitator Guide”.
Remuneration	<ul style="list-style-type: none"> – This aspect will be discussed at the next meeting.

NEXT STEPS:

TASKS	DEADLINE	PERSON IN CHARGE
1. Sending/Delivery of fundamental documents:	October 3, 2016	TCA Arnaldo Claudio

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TASKS	DEADLINE	PERSON IN CHARGE
a. Report on Surveys required under Paragraph 241 and its PowerPoint presentation. b. Draft document identified as <u>Focus Group Questionnaire: Demographic Questions for each Interviewee and Areas of Reform</u>		
2. Work Group Contact Info Sheet	October 3, 2016	TCA Arnaldo Claudio
3. Request alternate dates for the next meeting	October 3, 2016	TCA Arnaldo Claudio
4. Request determination of which focus group(s) they wish to participate in	October 3, 2016	TCA Arnaldo Claudio
5. At the next meeting the following aspects will be addressed: a. Presentation by Dr. Blanco – Peck on how the process will be carried out. (Input from work group will be gathered). b. Presentation by Dr. Blanco – Peck on the Facilitator Guide c. Present List of Focus Groups and their Facilitators. d. Identify start date. e. New topics.	Date not yet determined.	

NEXT MEETING:

Date:	The date for the next meeting has not yet been determined. TCA will proceed to coordinate an upcoming date convenient for all participants.
Time:	Information currently unavailable.
Place:	Information currently unavailable.

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